

CITY ATTORNEY

MISSION STATEMENT

The mission of the Burbank City Attorney's Office is to provide sound, timely and cost effective legal advice and representation to City Council, Commissions, Boards, City officers and staff. The Office is committed to working with staff in carrying out City Council policies and goals. The City Attorney's Office zealously defends and pursues litigation filed against, or by, the City; and fairly and ethically prosecutes misdemeanors and infractions committed within the City.

OBJECTIVES

- Operate a highly ethical, efficient, and effective office by maintaining a well-trained and experienced staff.
- Be an integral part of the City team to avoid or resolve legal issues at the earliest time possible.
- Support City staff in carrying out City Council's goals, not only by giving sound legal advice, but by assisting in formulating solutions.

DESCRIPTION

The City Attorney is appointed by the City Council as the City's top legal advisor. The Office is comprised of three divisions: Departmental Services and Administration, Litigation, and Prosecution with ten support attorneys, one paralegal, one administrator, and six support staff members.

CHANGES FROM PRIOR YEAR

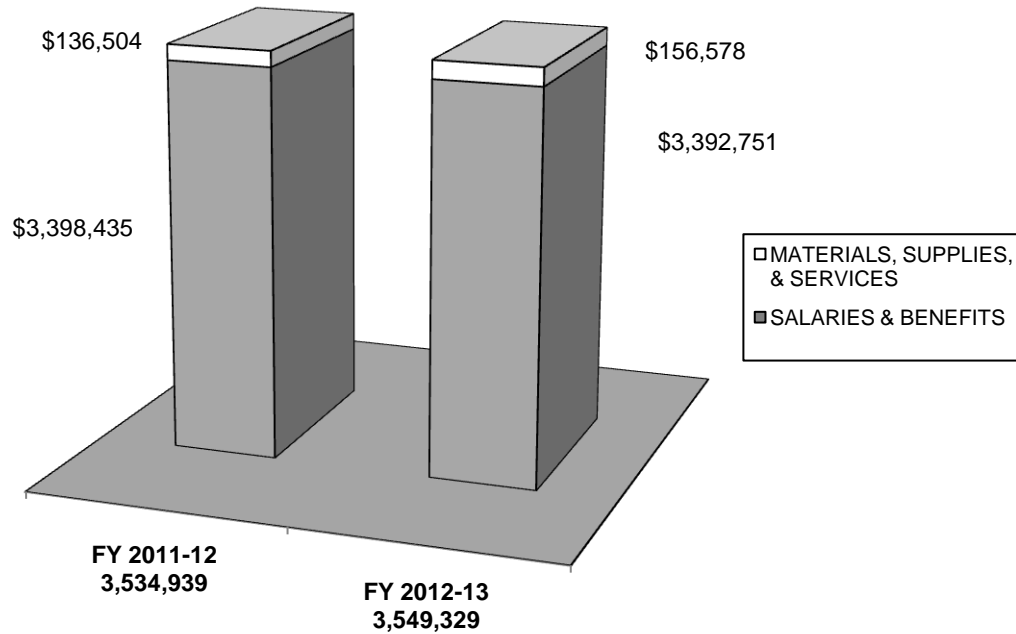
The main change to the City Attorney's Office budget this year is in the downgrade of the Chief Assistant City Attorney position to a Senior Assistant City Attorney and upgrading an Assistant City Attorney to a Senior as part of an Office reorganization. The Office is also seeking a \$22,525 increase in its operating budget for rising costs in office supplies and copying, library materials, and training for attorneys. Such an increase will ensure the Office stays within budget and that all attorney staff have an opportunity to attend relevant training in their areas of practice.

DEPARTMENT SUMMARY

	EXPENDITURES 2010-11	BUDGET 2011-12	BUDGET 2012-13	CHANGE FROM PRIOR YEAR
Staff Years	21.000	20.000	20.000	
Salaries & Benefits	\$ 3,292,185	\$ 3,398,435	\$ 3,392,751	\$ (5,684)
Materials, Supplies, Services	151,603	136,504	156,578	20,074
TOTAL	<u>\$ 3,443,788</u>	<u>\$ 3,534,939</u>	<u>\$ 3,549,329</u>	<u>\$ 14,390</u>

CITY ATTORNEY

Department Summary



Departmental Services and Administration Division

001CA01A

The overall goal of this Division is to carry out the policies and directives established by the City Council. This Division provides legal opinions addressing complex legal issues; prepares or reviews all resolutions and ordinances; and drafts, negotiates, reviews and approves contracts from the routine to the very complex. Division attorneys, in addition to the City Attorney, advise Boards, Commissions and City staff on all legal matters such as the unwinding of Redevelopment, land use, real estate, personnel and contracts. This Division dedicates attorneys to the specialized legal needs of BWP. This Division also handles administrative functions of the City Attorney's Office. Lastly, the Office provides ongoing in-service training to City staff, as well as elected and appointed officials.

DIVISION SUMMARY

	EXPENDITURES 2010-11	BUDGET 2011-12	BUDGET 2012-13	CHANGE FROM PRIOR YEAR
Staff Years	10.750	9.850	9.850	
Salaries & Benefits	\$ 1,882,114	\$ 1,884,755	\$ 1,863,531	\$ (21,224)
Materials, Supplies, Services	127,939	117,735	135,963	18,228
TOTAL	\$ 2,010,053	\$ 2,002,490	\$ 1,999,494	(2,996)

Litigation Division

001CA02A

The Litigation Division is responsible for representing the City, its officers and employees in litigation filed by and against the City, as well as assisting in the administration of governmental tort claims filed against the City. Litigation ranges from simple trip and fall and other allegations of dangerous conditions to complex multi-party civil right or employment cases, as well as litigation concerning issues unique to public agencies. This Division also interacts proactively with various City departments to implement best practices and policies to prevent/decrease the City's liability exposure.

DIVISION SUMMARY

	EXPENDITURES 2010-11	BUDGET 2011-12	BUDGET 2012-13	CHANGE FROM PRIOR YEAR
Staff Years	7.250	6.250	6.250	
Salaries & Benefits	\$ 898,380	\$ 1,036,216	\$ 1,021,140	\$ (15,076)
Materials, Supplies, Services	13,116	8,726	8,506	(220)
TOTAL	<u>\$ 911,496</u>	<u>\$ 1,044,942</u>	<u>\$ 1,029,646</u>	<u>\$ (15,296)</u>

Prosecution Division

001CA03A

This Division prosecutes State misdemeanor violations such as domestic violence, sex abuse and DUI cases, as well as City ordinances. City Prosecutors file on average of over 5,000 cases each year. Prosecution staff are also responsible for processing court-ordered restitution collected on behalf of victims and City Departments. Since inception of the program in 1998, over one million dollars in restitution has been collected.

DIVISION SUMMARY

	EXPENDITURES 2010-11	BUDGET 2011-12	BUDGET 2012-13	CHANGE FROM PRIOR YEAR
Staff Years	3.000	3.900	3.900	
Salaries & Benefits	\$ 511,691	\$ 477,464	\$ 508,080	\$ 30,616
Materials, Supplies, Services	10,548	10,043	12,109	2,066
TOTAL	<u>\$ 522,239</u>	<u>\$ 487,507</u>	<u>\$ 520,189</u>	<u>\$ 32,682</u>

Departmental Services and Administration Division

001CA01A

	EXPENDITURES FY 2010-11	BUDGET FY 2011-12	BUDGET FY 2012-13	CHANGE FROM PRIOR YEAR
STAFF YEARS	10.750	9.850	9.850	
SALARIES & BENEFITS				
60001 Salaries & Wages	\$ 1,392,845	\$ 1,355,333	\$ 1,339,164	\$ (16,169)
60012 Fringe Benefits	473,091	185,943	187,288	1,345
60012.1008 Fringe Benefits - Retiree			4,767	4,767
60012.1509 Fringe Benefits - Pension		316,792	299,267	(17,525)
60012.1528 Fringe Benefits - Workers Comp		22,199	28,557	6,358
60022 Car Allowance	4,055	4,488	4,488	
60031 Payroll Adjustment	12,123			
	1,882,114	1,884,755	1,863,531	(21,224)
MATERIALS, SUPPLIES, SERVICES				
DISCRETIONARY				
62055 Outside Legal Services	\$ 24			
62300 Special Departmental Supplies	130	109	109	
62310 Office Supplies	7,596	6,487	7,987	1,500
62420 Book & Periodicals	(2)			
62425 Library Resource Materials	31,100	28,047	38,047	10,000
62440 Office Equip Maint & Repair	348	370	370	
62455 Equipment Rentals	7,763	5,370	9,270	3,900
62700 Memberships & Dues	6,995	6,855	6,855	
62710 Travel	1,727	1,800	1,800	
62755 Training	14,977	10,100	15,100	5,000
62895 Miscellaneous	1,559	1,280	1,280	
NON-DISCRETIONARY				
62220 Insurance	30,104	31,990	29,863	(2,127)
62485 F535 Comm Equip Rental	12,927	12,927	12,408	(519)
62496 F537 Computer Equip Rental	12,691	12,400	12,874	474
	127,939	117,735	135,963	18,228
PROGRAM TOTAL	\$ 2,010,053	\$ 2,002,490	\$ 1,999,494	\$ (2,996)

Litigation Division

001CA02A

		EXPENDITURES FY 2010-11	BUDGET FY 2011-12	BUDGET FY 2012-13	CHANGE FROM PRIOR YEAR
STAFF YEARS		7.250	6.250	6.250	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 660,794	\$ 740,925	\$ 730,032	\$ (10,893)
60012	Fringe Benefits	236,740	108,753	107,606	(1,147)
60012.1008	Fringe Benefits - Retiree			3,025	3,025
60012.1509	Fringe Benefits - Pension		174,488	164,971	(9,517)
60012.1528	Fringe Benefits - Workers Comp		12,050	15,506	3,456
60022	Car Allowance	450			
60031	Payroll Adjustment	396			
		898,380	1,036,216	1,021,140	(15,076)
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62140	Special Services	\$ 2,675	\$ 2,700	\$ 2,700	
62755	Training	(2)			
62895	Miscellaneous	3,145			
NON-DISCRETIONARY					
62496	F537 Computer Equip Rental	7,298	6,026	5,806	(220)
		13,116	8,726	8,506	(220)
PROGRAM TOTAL		\$ 911,496	\$ 1,044,942	\$ 1,029,646	\$ (15,296)

Prosecution Division

001CA03A

		EXPENDITURES FY 2010-11	BUDGET FY 2011-12	BUDGET FY 2012-13	CHANGE FROM PRIOR YEAR
STAFF YEARS		3.000	3.900	3.900	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 355,591	\$ 329,189	\$ 353,988	\$ 24,799
60012	Fringe Benefits	132,008	61,664	62,665	1,001
60012.1008	Fringe Benefits - Retiree			1,888	1,888
60012.1509	Fringe Benefits - Pension		78,191	80,132	1,941
60012.1528	Fringe Benefits - Workers Comp		8,420	9,407	987
60031	Payroll Adjustment	24,092			
		511,691	477,464	508,080	30,616
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62060	Prosecution Assistance	\$ 3,163	\$ 2,876	\$ 5,001	\$ 2,125
62140	Special Services	3,200	3,300	3,300	
62755	Training	(2)			
NON-DISCRETIONARY					
62496	F537 Computer Equip Rental	4,187	3,867	3,808	(59)
		10,548	10,043	12,109	2,066
PROGRAM TOTAL		\$ 522,239	\$ 487,507	\$ 520,189	\$ 32,682

CITY ATTORNEY
AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2010-11	STAFF YEARS 2011-12	STAFF YEARS 2012-13	CHANGE FROM PRIOR YEAR
CITY ATTORNEY	1.000	1.000	1.000	
CHIEF ASST CITY ATTY	1.000	1.000		-1.000
SR ASST CITY ATTY	8.000	7.000	9.000	2.000
ASST CITY ATTORNEY	1.000	1.000		-1.000
DEPUTY CITY ATTORNEY	1.000	2.000	2.000	
LITIGATION PARALEGAL	1.000	1.000	1.000	
LAW OFFICE ADMINISTRATOR	1.000	1.000	1.000	
LEGAL SECRETARY	4.000	3.000	3.000	
LEGAL SECTRL CLERK	3.000	3.000	3.000	
 TOTAL FULL TIME	 21.000	 20.000	 20.000	
 TOTAL STAFF YEARS	 21.000	 20.000	 20.000	